

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **November 9, 2004**

AGENDA ITEM NO.: **2**

CONSENT: **X**

REGULAR:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: Revised Physical Development Committee Guidelines

RECOMMENDATION: Approve the attached guidelines for the operation of the City Council's Physical Development Committee (PDC).

SUMMARY: The Physical Development Committee (PDC) has recently reviewed its guidelines to make sure that it was organized for a high degree of effectiveness and efficiency. Based on this review, the PDC is recommending that several items be dropped from its typical scope of activities. They are as follows:

- reviewing reimbursements to developers for constructing City infrastructure such as streets, sidewalks, curb and gutter and utility lines;
- reviewing adjustments to Capital Budget appropriations; and
- reviewing appropriation adjustment requests from Fund Balances for capital projects.

In general, the PDC concluded that the first item can be handled administratively by City staff operating within City Council policy guidelines. The last two items need to be reviewed and approved by City Council, so the PDC review was redundant.

One item is recommended to be formally added to the guidelines, the review of Waivers for Municipal Property Liens. This is consistent with the City Policy on this subject which was adopted by City Council on June 26, 2001. This policy may be found in the City's Online Policy System in the Municipal Operations category.

The PDC has also changed its regular meeting date to the 4th Tuesday of the month, generally at 10:30 a.m.. An annual meeting schedule for the PDC, including items regularly presented at each meeting, is also included for your information.

PRIOR ACTION(S):

February 10, 2004 - City Council approval of current PDC guidelines

September 7, 2004 - PDC discussion of changes in its scope and operations

October 26, 2004 - PDC recommendation of revised guidelines (attached)

FISCAL IMPACT: none

CONTACT(S): Bruce McNabb 455-3946

ATTACHMENT(S): Revised Physical Development Committee Guidelines
PDC Annual Meeting Schedule

REVIEWED BY: lkp

Lynchburg City Council

Physical Development Committee Guidelines

General Purpose Statement

To guide the City in the execution of Council-adopted physical development policies; to review and serve as a filter in determining specific physical development actions to be considered by City Council; and, to review reports regarding physical development and capital projects on a quarterly basis to determine if any adjustments are necessary during the fiscal year.

To better facilitate the Physical Development Committee meetings, there are three types of agenda items: General Business, Other Information and Items to be considered later by the full City Council. Following are examples of items that may be included in each of these sections:

I. Items considered as General Business include:

1. Presentations by and requests from City departments, citizens, outside agencies and private entities including those seeking relief from City Code requirements (preliminary review) and City policies, such as utility connection fees;
2. Petitions for utility line extensions;
3. Reallocations (greater than \$50,000) of non-project specific Capital Budget appropriations.

II. Items considered as Other Information include:

1. Items that do not require immediate Committee action but are to advise the Committee on upcoming items or issues. Examples include: the annual infrastructure report, quarterly and special reports regarding the status of the City's physical development including City capital projects and other items relating to the City's solid waste system and water and wastewater systems, including the Combined Sewer Overflow (CSO) program.

III. Items to be considered later by the full City Council at a Regular City Council Meeting or Worksession include:

1. Street vacations and disposition of other real property;
2. Input into the planning and approach for the annual *Capital Improvement Program*;
3. Review and deliberations regarding the *Proposed Capital Improvement Program*;
4. Changes to the City Code relating to the physical development of the City;
5. City Council reports relating to the physical development of the City;
6. Demolition of City owned buildings; and
7. Waivers of municipal property liens.

IV. Committee Procedures Regarding Items from the General Public

1. In order to make the best use of the Committee's meeting time, requests for new items from the general public should be provided, preferably in writing, to the Office of the Director of Public Works two weeks prior to the Committee's scheduled meeting date. This schedule will provide City staff with adequate time to prepare background information, if necessary, and provide this information to the Committee prior its meeting. Exceptions to this procedure will be made in emergency situations. The Chairman of the Committee makes the final decision about which items are on the agenda. If the Chairman is not available, the decision will be made by the Director of Public Works, who will contact the Chairman as soon as he is available.

PDC Annual Meeting Schedule

July (2 nd Tuesday)	No scheduled meeting
Aug. (2 nd Tuesday)	Quarterly Status Report on Major CIP Projects
Sept. (4 th Tuesday)	
Oct. (4 th Tuesday)	Quarterly Status Report on Major CIP Projects Annual Infrastructure Condition Report Review of Preliminary CIP projects
Nov. (4 th Tuesday)	Continue Review of Preliminary CIP projects (continued)
Dec. (2 nd Tuesday)	No scheduled meeting
Jan. (4 th Tuesday)	Quarterly Status Report on Major CIP Projects CSO Annual Report Updated Pavement Management Report/ New Paving Program Review
Feb. (4 th Tuesday)	
March (4 th Tuesday)	Discuss Proposed CIP
April (4 th Tuesday)	Quarterly Status Report on Major CIP Projects
May (4 th Tuesday)	
June (4 th Tuesday)	

10/26/04